

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

Civilian Job Opportunity

Public Assistance Program Specialist 1 - 2 (Emergency Management Program Specialist 1-2)

CLOSES: Open until filled
(Applicants encouraged to apply by December 28, 2006)

LOCATION: Olympia & Camp Murray

RECRUITMENT#: DR-06-044-OC

SALARY: EMPS 1 (Range 46): \$2,910 - \$3,722 per month
EMPS 2 (Range 52): \$3,371 - \$4,315 per month

The Emergency Management Division's Public Assistance Program anticipates hiring non-permanent and project Emergency Management Program Specialists to support disaster recovery efforts related to the November 2006 flooding. The non-permanent appointments are anticipated to last up to 12 months. The project appointments are anticipated to last 18 to 24 months.

Please Note: It is anticipated that these positions will initially be located in the Olympia / Lacey area. When the Recovery Field Office closes, these positions may be reassigned to the Camp Murray facility. Candidates must be able to work both in the Olympia / Lacey area and at Camp Murray (near Fort Lewis).

INFORMATION ABOUT THE PUBLIC ASSISTANCE PROGRAM

The Public Assistance (PA) Program administers the state and federal public assistance and infrastructure program for all disasters designated as a Presidential Declared Disaster. The Public Assistance Program enables governments, communities, non-profit organizations, and tribes to recover from the immediate and long-term impacts of disasters. The program provides state and federal funds to these agencies for the repair and restoration of damaged public facilities, as well as to reimburse the agencies for a portion of the costs associated with emergency work and debris removal due to the disaster.

KEY RESPONSIBILITIES

These positions are responsible for providing professional level emergency management support in the implementation of the statewide Disaster Recovery Public Assistance Project (PE 2848) and other presidentially declared disasters occurring during the 2005-2007 biennium.

EMERGENCY MANAGEMENT PROGRAM SPECIALIST 1

- Reviews funding approvals and drafts correspondence. Tracks and enters funding information into Excel spreadsheets. Identifies funding approval documents to be forwarded to program applicants; tracks and processes A-19 invoice voucher payments. Verifies and validates all documentation required for receipt of Public Assistance grant funds received from applicants; prepares applicant files for closure when all projects are complete.

EMERGENCY MANAGEMENT PROGRAM SPECIALIST 2

- Provides financial and technical support to state and public agencies, private non-profit organizations and Indian Tribes eligible to receive disaster relief funds. Monitors and enforces time-lines for repair and restoration of damaged public facilities. Evaluates and monitors disaster assistance applications; monitoring revenues and expenditures of funds. Coordinates the development and maintenance of databases and information systems. Responds to requests for information from legislators and public associations.

QUALIFICATIONS

EMERGENCY MANAGEMENT PROGRAM SPECIALIST 1

REQUIRED EXPERIENCE / EDUCATION

A Bachelor's degree; OR

Professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training or education, public information or affairs, program or project management, environmental analysis or planning, civil or structural engineering, legislative affairs, and / or urban planning will substitute, year for year, for required education.

Experience working in an emergency management organization at or above the Office Assistant Senior or equivalent level will substitute, year for year, for education.

REQUIRED SKILLS / ABILITIES

- Use Microsoft Excel to develop complex spreadsheets in support of program objectives.
- Handle highly stressful or adverse situations, making good decisions, working calmly and accurately, and helping calm others.
- Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.

DESIRED EXPERIENCE

Assisting with the monitoring and evaluation of grants for federal, state, local governments, or private entities OR assisting with the development, negotiation, monitoring, and/or administration of contracts with public and private entities.

DESIRED SKILLS / ABILITIES

- Listen attentively, identify issues, provide options, fulfill services, and/or exercise knowledge of laws and regulations to assist others and/or resolve complaints or conflicts.
- Convey ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader.
- Use data and information to assess and understand issues, evaluate options, form conclusions, and make decisions.
- Develop and maintain tracking systems for grants.
- Independently analyze complex problems and judge best solution or action to resolve or respond to difficult situations.
- Use Microsoft Office Suite (including Word, PowerPoint, and Access) to develop complex documents in support of program objectives.

EMERGENCY MANAGEMENT PROGRAM SPECIALIST 2

REQUIRED EXPERIENCE / EDUCATION

Two years of experience as an Emergency Management Program Specialist 1; OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

DESIRED EXPERIENCE

Monitoring and evaluating grants for federal, state, local governments, or private entities OR developing, negotiating, monitoring, and administering contracts with public and private entities.

DESIRED SKILLS /ABILITIES

- Comprehend and explain the purpose of the project or program, the roles and responsibilities of those performing the work, and the needs and desires of those who will receive the resulting products or services. Establishes clear, realistic, measurable goals and objectives. Accurately determines and sequences action steps.
- Organize and prioritizes work, devoting adequate time and attention to individual tasks. Transitions easily between tasks, responding quickly and efficiently to work requests. Completes high volumes of work over the course of a day. Remains acutely aware of timeframes and successfully meets deadlines.
- Analyze, comprehend, and apply complex and/or technical material such as directives, policies, regulations, Code of Federal Regulations, Public Law, and Washington Administrative Code.
- Coordinate with others inside or outside the organization to share information, make decisions, and/or implement solutions to problems or complaints.
- Explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, or services to answer questions, resolve problems, communicate decisions or actions.
- Handle highly stressful or adverse situations, making good decisions, working calmly and accurately, and helping calm others.
- Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.
- Use Microsoft Office Suite (including Word, PowerPoint, and Excel) to develop complex documents in support of program objectives.

CONDITIONS OF EMPLOYMENT

- Depending upon the type and length of appointment, these positions may be covered by a union shop provision. If it is determined that the appointment is covered under the provisions of the collective bargaining agreement, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. Incumbents will be notified of the required enrollment date as applicable.
- During emergency and /or disaster recovery operations, this position may be required to work in an alternate location with rotating shifts, including weekends and evenings, in a highly stressful and high paced environment. This may include extended overnight stays in geographically separate locations throughout the State.
- Work overtime on short notice: Willing and able to work overtime on short notice to assist in emergency operations.
- Travel, overnight: Willing to travel in and out of state, staying overnight.
- Willingness to work in or around Military facilities and programs.

APPLICATION PROCESS

Individuals interested in applying for these positions should submit the following to disasterjobs@mil.wa.gov. Please indicate in the subject line which level you are interested in.

1. [Washington State Application Form](#)
2. At least three employment references, to include one supervisor.

Electronic application packets are preferred. Individuals who are not able to electronically submit an application package may submit it to:

Jennifer Swidler
Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.

EMPS1 & EMPS 2

**PUBLIC ASSISTANCE PROGRAM SPECIALIST
SUPPLEMENTAL QUESTIONS**

NAME:

Please check which job class(s) you are interested in. Additionally, please indicate whether you are interested in a non-permanent appointment, project appointment or both.

☐ EMPS 1 positions - ☐ Non-Permanent ☐ Project

☐ EMPS 2 positions - ☐ Non-Permanent ☐ Project